



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

<b>POSITION: MAGISTRATE JUDGE (Family Court) - JS-15/10</b>	<b>CLOSING DATE: 08-25-05</b>	<b>SALARY: \$135,136</b>
<b>SUPERIOR COURT</b>	<b>LOCATION: 500 Indiana Ave., NW</b>	<b>TOUR OF DUTY: Full-time</b>
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> The Magistrate Judge will conduct hearings, make findings and enter interim and final orders or judgments in uncontested or contested proceedings within the jurisdiction of the Family Court and the Domestic Violence Unit of the Superior Court, excluding jury trials and trials of felony cases, as assigned by the Presiding Judge of the Family Court.</p> <p><b>MINIMUM QUALIFICATIONS:</b> Five (5) years immediately preceding appointment, engaged in the active practice of law in the District of Columbia, on the faculty of a law school in the District of Columbia, employed as a lawyer by the District of Columbia or United States Government, or any combination of the foregoing, including at least three (3) years of training or experience in the practice of family law as a lawyer or Judicial Officer. Applicant must be a member in good standing of the unified District of Columbia Bar; be a citizen of the United States and a <u>bona fide</u> resident of the District of Columbia; have maintained an actual place of abode in the District of Columbia for at least ninety (90) days immediately preceding appointment; be competent to perform the duties of the office and be of good moral character; and make formal application to the Court for the position. <b>Documentation of residency and bar membership is required.</b></p> <p><b>APPLICATION:</b> Application forms may be obtained from the <b>D.C. Courts, Human Resources Division, 616 H Street, NW, 6<sup>th</sup> Floor, Washington, DC 20001</b>. <b>New applicants</b> must submit thirteen (13) copies of the completed application; <b>continuing applicants</b> who previously applied for Magistrate Judge positions may update their applications if they wish, and must submit a letter requesting consideration for the vacancy. <b>Both new AND continuing applicants</b> must submit a signed and notarized statement that they have paid their taxes for the preceding five (5) years, and a signed and notarized <u>Authorization to Release Information</u>. The entire application package (the application form, the tax certification and the <u>Authorization to Release Information</u>) must be submitted to: <b>The Honorable Linda D. Turner, Chairperson, Committee on the Selection and Tenure of Magistrate Judges, c/o Mr. Fred Horowitz, Director, Human Resources Division, District of Columbia Courts, 500 Indiana Avenue, NW, Washington, DC 20001</b>. Only the <u>original</u> tax certification and authorization is required. Copies should not be made. Application packages <u>must be received</u> by the Human Resources Division by CLOSE OF BUSINESS on August 25, 2005. Neither applications nor letters should be submitted to chambers. Applicants who wish to be considered for recommendation by the Advisory Merit Selection Panel should submit a formal application and seven (7) copies thereof to: Thomas H. Queen, Chairperson, Advisory Merit Selection Panel, Thomas H. Queen and Associates, 530 Eighth Street, SE, Washington, D.C. 20003.</p> <p><b>SELECTION:</b> An Advisory Merit Selection Panel composed of lawyers and other members of the community has been established by the Court to assist the Board of Judges in identifying and recommending persons who are best qualified to fill the position. The Chief Judge shall consider all persons recommended by the Panel and may consider other qualified applicants. After the closing date for submitting applications and completion of a background investigation, the Chief Judge shall nominate and, with the approval of a majority of the sitting judges of the court, appoint a new Magistrate Judge.</p> <p>For further information call (202) 879-0496 or visit our website at <a href="http://www.dccourts.gov">www.dccourts.gov</a>.</p> <p>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</p>		

APPLICATION FOR  
**MAGISTRATE JUDGE**  
FOR THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Please submit **thirteen** (13) copies of your responses to the following questions to: **The Honorable Linda D. Turner, Chairperson, Committee on the Selection and Tenure of Magistrate Judges, c/o Mr. Fred Horowitz, Director, Human Resources Division, District of Columbia Courts, 500 Indiana Avenue, NW, Washington, DC 20001.** Please ~~repeat~~ the question with each answer and use standard letter size paper for your responses.

1. Full name. (Include any former names used).
2. Are you a member of the Bar of the District of Columbia?
3. Have you been an active member of the unified District of Columbia Bar for at least five (5) years? List year in which you became a member.
4. Have you been engaged in the active practice of law in the District of Columbia, been on the faculty of a law school in the District, or employed as a lawyer by the United States or District of Columbia governments, or any combination of the above, for at least the preceding five-year period?
5. State type of experience and employment for such five-year period.
6. Have you been a ~~bona fide~~ resident of the District of Columbia for at least ninety (90) days?
7. Please state the addresses of your actual places of abode (including temporary residences) with dates of occupancy for the last three (3) years.
8. Honors and Awards: List all scholarships, fellowships, honorary degrees, honorary society memberships, and any other special recognitions for outstanding service or achievements.
9. Published writings: List the titles, publishers and dates of books, articles, reports or other published materials you have written.
10. What has been the general character of your practice?
  - (a) Dividing it into periods with dates and if its character has changed over the years.
  - (b) Describe your typical clients, and mention the areas, if any, in which you have specialized.
  - (c) Describe and divide into periods with dates your training or experience in the practice of family law as a lawyer or Judicial Officer.
11. What legal experience have you had in the practice of mental health law or related legal practice area?

12. Describe not more than three of the more significant litigated matters that you handled and give the citations, if the cases were reported. Please give a capsule summary of the substance of each case, and a succinct statement of what you believe to be the particular significance of the case. Please identify the party or parties whom you represented, describe in detail the nature of your participation in the litigation and the final disposition of the case: (a) the dates of the trial period or periods; (b) the name of the court and the name of the judge before whom the case was tried; and (c) the names and addresses of counsel for the other parties.

13. Are you now an officer or director or otherwise engaged in the management of any business enterprise?

(a) If so, give details including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties, and the term of your service.

(b) Is it your intention to resign such positions and withdraw from any participation in the management of any such enterprises, if you are appointed to this position? If not, please explain.

14. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of \$50.00 or less was imposed.

15. Have you, to your knowledge, ever been under federal, state or local investigation for possible violation of a criminal statute? If so, give particulars.

16. Have you ever been sued by a client? If so, please give particulars.

17. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, please give the particulars.

18. Without details, is there or has there been anything in your personal life that you feel, if known, may be of embarrassment to the court in the event you are appointed?

19. Will you sever all connections with your present employers, business firms, business associations, or business organizations, if you are appointed?

20. Do you have any plans, commitments or agreements to pursue outside employment, with or without compensation, during your service with the government? If so, explain.

21. Describe all financial arrangements, deferred compensation agreements, and other continuing dealings with business associates, clients or customers.

22. Indicate any investments, obligations, liabilities, or other relationships that could involve potential conflicts of interest with this position.

23. Explain how you will resolve any potential conflict of interest, including any that may be disclosed by your responses to the above items. Please provide a copy of any trust or other agreements.

24. Please advise the Committee on the Selection and Tenure of Magistrate Judges of any additional information, favorable or unfavorable, which you feel should be considered in connection with your nomination.

**Applicants who wish to be considered for recommendation by the Advisory Merit Selection Panel should submit a formal application and seven (7) copies thereof to:**

**Thomas H. Queen, Chairperson  
Advisory Merit Selection Panel  
Thomas H. Queen and Associates  
530 Eighth Street, S.E.  
Washington, D.C. 20003**

**AUTHORIZATION TO RELEASE INFORMATION**

(Form must be notarized)

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the Chief Judge of the Superior Court of the District of Columbia bearing the release or copy thereof, within six months of its date, to obtain any information in your files pertaining to arrest records, lawyerly disciplinary records, medical records, credit records, D.C. tax records, and educational records including, but not limited to, academic achievement, and attendance. I hereby direct you to release such information upon request to bearer. This release is executed with full knowledge and understanding that the information is for the official use of the District of Columbia Superior Court Committee on the Selection and Tenure of Magistrate Judges and may not be disseminated to third parties without my written permission. I hereby release you, as custodian of such records, and any school, college university, or other educational institution, hospital, or other repository of medical, or tax records, credit bureau or consumer reporting agency, law enforcement or intelligence gathering agency including its officers, employees, or related personnel, both individually, and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. You may contact me as indicated below:

FULL NAME: \_\_\_\_\_  
(Signature)

FULL NAME: \_\_\_\_\_  
(Typed or Printed)

CURRENT ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

D.C. BAR NO.: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
**Notary Public**

My commission expires: \_\_\_\_\_